

United States Marine Corps

# Road Map

Fiscal/Budget Technician

3451



**DRAFT**

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam  
15 February - April 7, 2004

**Upon graduation from MOS school, Marine receives brief on:**

**Gaining Command:**  
MCI courses, Professional Military Education (PME), and college courses  
Assist and support as appropriate



— **1<sup>st</sup>** —

**Year**  
**MO**  
**S**

- Recruit Training
- Marine Combat Training
- Military Academic Skills Program (MASP); receive MASP training (if required)
- Fiscal Budget Technician Course (FBTC)

#### **PME**

- MCI (3425A) Personal Financial Management (CD)
- MCI (0118K) Spelling
- MCI (0210B) Terrorism Awareness for Marines
- Read at least two books annually from the U.S. Marine Reading Program  
(<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

#### **VOLUNTARY EDUCATION**

- Test out of MASP; (if required)
- Computer Class (Microsoft Applications)
- Check-in with your Servicemember's Opportunity College (SOC) office for military training to college credit counseling. SOCMAR is the SOC degree program for the Marine Corps. It consists of colleges that offer Associate's and

#### **DUTY**

- Bachelor's Degree programs on or accessible to Marine Corps installations worldwide. These colleges have joined together to form a network in which each college accepts credits from other SOCMAR schools.
- Budget Technician, Operating Forces Comptroller Office
- Accounting Technician, Operating Forces Comptroller Office
- Budget Execution Activity, Operating Forces Comptroller Office  
<http://www.soc.aascu.org>

#### **SPECIAL DUTY**

- Not recommended until the rank of Corporal

3451 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam

15 April 2004

## —2<sup>nd</sup> Year—



### MO S

- Managed On-The-Job Training (MOJT) as required per MCO 1510.75, Individual Training Standards (ITS) System for Financial Management

### PME Occupational Field 34

- MCI (0033) Fundamentals of Marine Corps Leadership
- MCI (3410) Introduction to Marine Corps Accounting
- MCI (1334H) Math for Marines
- Read at least two books annually from the U.S. Marine Reading Program  
(<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

### VOLUNTARY EDUCATION

- Start working towards completing an Associate's Degree through the Servicemember's Opportunity College for the Marine Corps (SOCMAR); go to <http://www.soc.aascu.org/socmar/> for more information
- Although any area of study will be beneficial, the following areas of study are recommended and are MOS-related:
  - Accounting
  - Business Administration
  - Management

### DUTY The course work needed for an Associate's Degree in Applied Science-

- Budget Technician, Operating Forces Comptroller Office
- Accounting Technician, Operating Forces Comptroller Office
- Budget Execution Activity, Operating Forces Comptroller Office

### SPECIAL DUTY

- Not recommended until the rank of Corporal

3451 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam

15 January 2004

### **3<sup>rd</sup> Year**

#### **MOS**

- MOJT as required per MCO 1510.75, Individual Training Standards (ITS) System for Financial Management Occupational Field 34

#### **PM** **E**

- MCI (3412) Field Budget Formulation
- MCI (0112) Counseling for Marines
- Read at least two books annually from the U.S. Marine Reading Program (<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

#### **VOLUNTARY** **EDUCATION**

- Four or more courses toward an Associate's Degree

#### **DUTY**

- Budget Technician, Operating Forces Comptroller Office
- Accounting Technician, Operating Forces Comptroller Office
- Budget Execution Activity, Operating Forces Comptroller Office

#### **SPECIAL DUTY**

- Not recommended until the rank of Corporal



3451 Road Map

## **4th Year**

### **MOS**

- MOJT as required per MCO 1510.75, Individual Training Standards (ITS)  
System for Financial Management Occupational Field 34

### **PM** **E**

- Corporal's Course (Resident)
- MCI (0381C) Land Navigation, this MCI is a prerequisite for the Sergeants Distance Education Program
- MCI (8010) Sergeants Distance Education Program
- Read at least two books annually from the U.S. Marine Reading

### **VOLUNTARY EDUCATION** Program (<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

- Four or more courses towards an Associate's Degree

### **DUTY**

- Budget Technician, Operating Forces Comptroller Office
- Accounting Technician, Operating Forces Comptroller Office
- Budget Execution Activity, Operating Forces Comptroller Office

### **SPECIAL DUTY**

- Marine Security Guard



3451 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam

Final Report Available 7-2004



# Sergeant

## MOS

- Financial Management Career Course (FMCC)
- MOJT as required per MCO 1510.75, Individual Training Standards (ITS)
- System for Financial Management Occupational Field 34
- Submit Warrant Officer (WO) package if desired (8 years of service

## PME

required)

- Sergeant's Course (Resident)
- MCI (8100) Staff Noncommissioned Officer Career Distance Education Program
- One MCI course (Designated by Staff Noncommissioned Officer-In-Charge (SNCOIC))
- Read at least two books annually from the U.S. Marine Reading Program (<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

## VOLUNTARY EDUCATION

- Complete the requirements for an Associate's Degree

## DUTY

- Budget Analyst, Base or Station Comptroller Office
- Section Chief, Operating Forces Comptroller Office
- Fiscal Chief, Marine Expeditionary Unit
- Instructor, Financial Management School (FMS)
- Consecutive tours away from Comptroller sections are discouraged

## SPECIAL DUTY

- Drill Instructor
- Recruiting
- Marine Combat Instructor (MOS 8513)
- Marine Security Guard
- Marine Corps Security Forces

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam

15 February 2004

3451 Road Map



# Staff Sergeant

## MOS

- Financial Management Career Course (FMCC) if not previously attended
- MOJT as required per MCO 1510.75, Individual Training Standards (ITS)  
System for Financial Management Occupational Field 34
- Attend the Enhanced Defense Financial Management Training (EDFMT)  
(<http://www.asmc certification.com/>)

## PME

- Begin testing on the three modules to attain the Certified Defense Financial Management (GDFM) Certificate
- Staff Sergeant (SSNCO) Career Course  
(Resident WO package if desired (8 years of service required))
- MCI (8200) SNCO Advanced Distance Education Program
- Read at least three books annually from the U.S. Marine Reading Program

## VOLUNTARY EDUCATION

- (<http://www.mcu.usmc.mil/mcu/Reading/usmc list.htm>)
- Commence work on a Bachelor's Degree
- Degree Completion Program
- The following areas of study are recommended and are MOS-related:
  - Accounting
  - Finance
  - Business Administration
  - Management

## DUTY

- Comptroller Chief, Major Subordinate Command
- Budget Analyst, Marine Expeditionary Force or Headquarters Marine Corps Forces (Atlantic/Pacific/Reserve)
- Comptroller Chief, Base or Station
- Instructor, FMS

## SPECIAL DUTY

- Drill Instructor
- Recruiting
- Marine Combat Instructor (MOS 8513)
- Marine Security Guard
- Marine Corps Security Forces

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam

15 February 2004

3451 Road Map



# Gunnery Sergeant

## MOS

- Complete testing on the three CDFM modules
- MOS requirements complete
- Submit WO package if desired (8 years of service is required)

## PME

- SNCO Advanced Course (Resident)
- MCI (7400) Warfighting Skills Program
- Read at least four books annually from the U.S. Marine Reading Program

## VOLUNTARY EDUCATION

- (<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)
- Complete any Bachelor's Degree requirement
- Degree Completion Program
- Test for any certification associated with Bachelor's Degree, e.g., Certified Public Accountant (CPA) or Certified Internal Auditor (CIA), etc.
- For Marines considering retiring and seeking a civil service GS-510

Accounting Series job a Bachelor's Degree in one of the following areas is required:

- Business Administration
- Finance
- Public Administration

## DUTY

- Other degree must be supplemented with 24 credit hours in Accounting
- Comptroller Chief, Marine Expeditionary Force
- Budget Chief, Headquarters Marine Corps Forces (Atlantic/Pacific/Reserve)
- Headquarters Marine Corps (HQMC)
- Instructor, FMS

## SPECIAL DUTY

- Drill Instructor
- Recruiting
- Marine Combat Instructor (MOS 8513)
- Marine Security Guard
- Marine Corps Security Forces

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam

15 February 1968 - 17 April 1968

3451 Road Map



# Master Sergeant

## MOS

- MOS requirements complete
- Maintain CDFM certificate by completing 80 continuing professional education units every two years

## PME

- Read at least four books annually from the U.S. Marine Reading Program

## VOLUNTARY EDUCATION

- (<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)
- First Sergeant/Master Sergeant Regional Seminar
- Begin work on Master's Degree
- The Master's in Business Administration (MBA) is recommended and is MOS-related; if offered, pursue a concentration in Finance or Accounting

## DUTY

- Comptroller Chief, Headquarters Marine Corps Forces (Atlantic/Pacific/Reserve)
- Comptroller Chief, Marine Expeditionary Force
- HQMC
- SNCOIC, FMS

## SPECIAL DUTY

- Not recommended at this rank

3451 Road Map

# Master Gunnery Sergeant

## MOS

- MOS requirements complete
- Maintain CDFM certificate by completing 80 continuing professional education units for every two years

## PME

- Read at least four books annually from the U.S. Marine Reading Program  
(<http://www.mcu.usmc.mil/mcu/Reading/usmclicst.htm>)

## VOLUNTARY EDUCATION

- Russell Leadership Conference
- Master's Degree

## DUTY

- Comptroller Chief, Headquarters Marine Corps Forces (Atlantic/Pacific/Reserve)
- HQMC

## SPECIAL DUTY

- Not recommended at this rank



3451 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam  
5 February 2004



# APPENDIX A

## Servicemembers Opportunity College for the Marine Corps (SOCMAR)

### Sample Course Work and ACE Accreditation

A.A.S. Accounting Technician Course		Fiscal Budget
ACC 120 Principles of Accounting	4	<u>Hours</u>
ACC 121 Principles of Accounting II	4	Computer/Calculator Operations
ACC 129 Individual Income Taxes	3	19.00
ACC 130 Business Income Taxes	3	MOS Structure 03.00
ACC 140 Payroll Accounting	2	Maintain Directives 02.00
ACC 149 Intro to Accounting Spreadsheets	2	Marine Corps Supply 03.00
ACC 150 Computerized General Ledger	2	Construct a Line of Accounting Data Fund
ACC 220 Intermediate Accounting I	4	Flows and Organizational Elements
ACC 221 Intermediate Accounting II	4	13.00
ACC 225 Cost Accounting	3	Construct a Line of Accounting Data
ACC 240 Governmental Accounting	3	Number and Accounting Codes 14.00
ACC 269 Auditing	3	Construct a Line of Appropriation Data
BUS 110 Introduction to Business	3	Financial Information Pointer 14.00
BUS 115 Business Law I	3	SABRS Accounting System 03.00
BUS 116 Business Law II	3	Process Source Documents 04.00
BUS 225 Business Finance	3	Process Payment Documents 29.00
CIS 110 Introduction to Computers	3	Process Temporary Duty (TDY) 13.00
COM 231 Public Speaking	3	Fund Administrator Reconciliation 19.00
ECO 251 Principles of Microeconomics	3	Validate Unliquidated Orders
ECO 252 Principles of Macroeconomics	3	11.00
ENG 111 Expository Writing	3	The ACE credit recommendation for the
ENG 114 Professional Research Writing	3	Fiscal/Budget Technician Course: 3
MAT 115 Mathematical Models	3	semester hours in bookkeeping; 3
Humanities/Fine Arts Elective	3	semester hours in data processing and 3
		in accounting survey, 3 semester hours
		in applied accounting and 3 semester
		hours in computer software applications
		and 3 in fund accounting.
TOTAL CREDIT HOURS	73	



Marine Corps Community Service Support Schools, Camp Johnson - Vietnam

Revision 5 - 15 April 2004



# Semper Fidei

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam  
January 5 - April 7, 2004